

Dear Parent/Carers

Secondaries Joint Local Advisory Board – Vacancies for Parent advisors

We are writing to inform you of vacancies for parent advisors on our Secondaries Joint Local Advisory Board (LAB). Wreake Valley Academy currently operates a joint LAB with The Roundhill Academy, which meets 4 times in the year and looks at all aspects of our two secondary schools.

We are keen to encourage parents and carers of registered pupils (a person who is a parent, or who has parental responsibility) at Wreake Valley including Bradgate Sixth Form and Bradgate Inclusion Centre, to nominate themselves to join our Local Advisory Board.

The Role of the Local Advisory Board

Local Advisory Boards are a full and active part of our trust governance structure and are sub-committees of the Bradgate Education Partnership Trust Board at school level. They are the trust's ambassadors, engaging with parents and the local community. LAB members might be parents/carers of students or part of the wider local community.

The Role of a Parent advisor

Parent advisors are elected by other parents to join the LAB. They share equally with the other LAB members the duty of carrying out the LAB's range of responsibilities. Advisors do not run the school day to day, as their role is of a strategic nature. The LAB provides local scrutiny and challenge, and ensures that the school is conducted in accordance with the objects of the Trust, and in accordance with the Trust's Scheme of Delegation. The Trust Board has the overall responsibility and the ultimate decision making authority for all of the work of the Trust and the schools.

Expectations of LAB advisors

You do not have to be an expert on education to be a LAB member, we value the experience and skills that all advisors bring to the role. You will, however, be asked to demonstrate skills and experience that will enhance governance at the school, together with a commitment to maintain confidentiality, undertake training and a willingness to engage in the life of the school and its strategic development, as well as attending meetings.

If you join our LAB, your appointment will be for a four year term and you can continue to the end of the four years even if your child leaves the school.

How to apply

Any parent/carer of a student at Wreake Valley, Bradgate Sixth Form or Bradgate Inclusion Centre may nominate themselves to be a parent advisor. If you are interested in applying please request an application pack by emailing admin@wreake.bepschools.org

The deadline for submitting your applications is 3pm Friday 21st November 2025

Please clearly mark your email subject line: **LAB Advisor Vacancy**

If we receive more applications than there are vacancies the appointments will be decided through a secret ballot of the parent bodies at both secondary schools. In this case details on how to vote together with the ballot procedure will be sent to all parents.

If you have any queries about this process or would like to find out more about the role please contact us at admin@wreake.bepschools.org

Yours sincerely



Ben Rackley
Headteacher